**VARIANCE APPLICATION**

**UNION COUNTY**

**AREA PLAN COMMISSION/BOARD OF ZONING APPEALS**

**(FEE: $75 VARIANCE FEE)**

**FOR OFFICE USE ONLY**

**TOWNSHIP**

**PARCEL NO.**

**HEARING DATE:**

**CURRENT ZONING:**

**SECTION TWNSP RANGE**

**BROWNSVILLE CENTER HARMONY HARRISON UNION**

**TYPE OF VARIANCE**

**SPECIAL EXCEPTION**

**SPECIAL USE CONDITIONAL USE VARIANCE OF USE REZONE**

**VARIANCE OF DEVELOPMENTAL STANDARDS**

**SUBDIVISION**

**PROJECT ADDRESS: PHONE:**

**APPLICANT'S NAME: WORK:**

**ADDRESS: CELL *U:***

**CONTACT PERSON: PHONE:**

**ADDRESS: WORK:**

**CELL *U:***

**VARIANCE REQUEST:**

**REASON FOR VARIANCE:**

**HARDSHIP IF VARIANCE NOT APPROVED:**

**CONDITIONS OFFERED:**

|  |  |  |
| --- | --- | --- |
| **MUST HAVE ATTACHED:**  **DETAILED SITE PLAN**  **LIST OF AFFECTED PROPERTY OWNERS**  **SITE PLAN, PHOTOS, DRAWINGS,**  **AND STATEMENTS**  **SIGNED LEGAL NOTICE**  **LETTERS OF SUPPORT, OTHER**  **PETITIONER'S FINDINGS** | | **SIGNATURES OF:** |
| **APPLICANT** |
| **OWNER OF PROPERTY** |
|  |  |  |

**VARIANCE REQUIREMENTS**

* **COMPLETE THE APPLICATION AND ALL SUPPORTING INFORMATION, SUBMIT TO AREA PLAN OFFICE ALONG WITH THE REQUIRED SUPPORTING INFORMATION THIRTY (30) DAYS PRIOR TO THE HEARING DATE.**
* **OBTAIN A COPY OF THE SITE PLAN SHOWING EXISTING FEATURES AND BUILDINGS AND PROPOSED CHANGE TO PROPERTY REQUIRING THE VARIANCE. SUBMIT TO AREA PLAN OFFICE.**
* **OBTAIN A COPY OF THE PLAN, DRAWINGS, SKETCHES AND OR PHOTOS THAT WILL HELP EXPLAIN THE VARIANCE TO BOARD MEMBERS. SUBMIT TO AREA PLAN OFFICE.**
* **SUBMIT ONE LIST OF ADJACENT AND ABUTTING PROPERTY OWNERS.**
* **THE AREA PLAN DIRECTOR WILL VERIFY THOSE PROPERTY OWNERS; PREPARE THE LETTERS THAT ARE TO BE SENT TO THE ADJOINING PROPERTY OWNERS ALONG WITH THE NOTICE OF PUBLIC HEARING FOR THE LIBERTY HERALD.**
* **YOU ARE RESPONSIBLE FOR PAYMENT FOR THE NOTICE OF PUBLIC HEARING TO THE LIBERTY HERALD AND THE CERTIFIED LETTERS TO BE MAILED.**
* **THE LETTERS TO THE ADJOINING PROPERTY OWNERS MUST BE SENT CERTIFIED/RETURN RECEIPT MAIL. YOU ARE RESPONSIBLE FOR SENDING THE LETTERS AND RETURNING THE CERTIFIED TAGS TO THE AREA PLAN OFFICE.**
* **THE NOTICE OF PUBLIC HEARING IS TO BE TAKEN TO THE LIBERTY HERALD NO LATER THAN 12:00 ON TUESDAY, TWO WEEKS PRIOR TO YOUR HEARING.**
* **A PUBLIC HEARING SIGN IS TO BE POSTED ON THE PROPERTY REQUESTING A VARIANCE. ON THE EVENING OF THE HEARING YOU WILL RETURN THE SIGN TO THE AREA PLAN OFFICE.**
* **OWNERS SHALL BE PRESENT AT THE BOARD MEETING "HEARING" CONCERNING THE VARIANCE PETITION.**

**IF YOU HAVE ANY QUESTIONS, CONTACT THE UNION COUNTY AREA PLANNING OFFICE AT 458-5044.**

**OUR OFFICE WILL PROVIDE THE LEGAL VERBIAGE TO BE USED FOR THE PUBLIC NOTICE. IT WILL BE THE RESPONSIBILITY OF THE PETITIONER TO:**

1. **TAKE ONE LEGAL NOTICE TO THE LIBERTY HERALD OFFICE LOCATED AT 1 0 NORTH MARKET STREET IN LIBERTY.**

**AND**

1. **SEND A COPY OF THE LEGAL NOTICE BY CERTIFIED/RETURN RECEIPT MAIL TO ADJACENT PROPERTY OWNERS NO LESS THAN (20) DAYS PRIOR TO THE BOARD MEETING, NOT INCLUDING THE DAY OF THE MEETING.**

**\* PLEASE NOTE: THE LIBERTY HERALD'S DEADLINE TO GET THE ARTICLE IN THE PAPER IS TUESDAYS AT 1 2:00 NOON. THE ARTICLE MUST RUN TEN (1 0) DAYS BEFORE THE HEARING.**

**PETITIONER'S PRESENTATION TO THE   
BOARD OF' ZONING APPEALS**

**1 . PLEASE STAND AND SPEAK CLEARLY WHEN YOUR DOCKET NUMBER IS CALLED.**

1. **STATE YOUR NAME AND CURRENT ADDRESS FOR THE RECORD.**
2. **EXPLAIN IN DETAIL THE VARIANCE YOU ARE REQUESTING TO THE BOARD MEMBERS.**
3. **EXPLAIN WHY YOU ARE REQUESTING THE VARIANCE.**
4. **EXPLAIN THE HARDSHIP INVOLVED THAT CAUSES YOU TO NEED THE VARIANCE YOU ARE REQUESTING.**
5. **EXPLAIN IN DETAIL WHY THE APPROVAL OF YOUR VARIANCE WILL NOT BE INJURIOUS TO THE PUBLIC HEALTH, SAFETY, MORALS, AND GENERAL WELFARE OF THE COMMUNITY.**
6. **EXPLAIN IN DETAIL THAT IF THE VARIANCE IS APPROVED THAT THE PROPERTY ADJACENT TO THE PROPERTY WHERE THE VARIANCE IS TO BE LOCATED WILL. NOT BE AFFECTED IN A SUBSTANTIALLY ADVERSE MANNER.**
7. **EXPLAIN IN DETAIL WHY THE STRICT APPLICATION OF THE REQUIREMENTS OF THE EXISTING ZONING ORDINANCE WOULD RESULT IN AN UNNECESSARY HARDSHIP IN THE USE OF THE SUBJECT PROPERTY.**

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PETITIONER'S FINDINGS

**STATE REASONS WHY YOU FEEL YOUR REQUEST SHOULD BE APPROVED BY THE BOARD.**